

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 7 and Unit 18 Sick Leave and Hours Worked	REFERENCE NUMBER: 2005-036
DATE ISSUED: 10/7/05	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers
Human Resource Managers**

FROM: Department of Personnel Administration
Labor Relations

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The Unit 7 and Unit 18 collective bargaining agreements both include a new provision that excludes sick leave as "hours worked" when computing overtime in the work week. All other paid leaves (e.g., annual leave, vacation, personal holiday, personal leave, CTO, etc.) still counts as "hours worked" when computing overtime.

Only hours actually charged as "sick leave" do not count toward overtime. When an employee is ill and uses annual leave (or other paid leave) in lieu of sick leave, the leave hours count as hours worked for overtime purposes.

Please contact the DPA Labor Relations Officer with responsibility for the bargaining unit if you have questions regarding these contract provisions.

/s/David A. Gilb

David A. Gilb
Chief